

Department Of Human Services Information Bulletin

To: Agency Providers, Distribution
From: Kathy Patrick, Director of the Office of Licensing
Date: 10/11/16
Subject: **Performing Medical Procedures in the Community**

In response to agency inquiries, the Department of Human Services' Office of Program Integrity and Accountability has identified a need for guidelines clarifying the qualifications and level of training that non-nursing staff must complete in order to meet the medical needs of individuals with developmental disabilities or persons with head injuries in community residences.

Background

The standards for Community Residences for Individuals with Developmental Disabilities, **N.J.A.C. 10:44A-2.7(c)1i** and for Community Residences for Persons with Head Injuries, **N.J.A.C. 10:44C-2.7(c)1i** state that feeding tube responsibilities shall be delegated to nursing personnel.

N.J.A.C. 10:44A-2.7(c)3 and **N.J.A.C. 10:44C-2.7(c)3** state that persons who work with individuals with seizure disorders, physical disabilities or other identified medical needs shall receive training in the provision of training, assistance and care to those individuals.

Guidelines

Feeding Tubes

- Surgically implanted feeding tube changing and insertion responsibilities shall be delegated only to registered nursing personnel.
- Responsibilities associated with the administration of nutrition, fluids or medication through a feeding tube shall be delegated only to licensed nursing personnel.

Medical procedures

- Procedures including, but not limited to, oral or nasal suctioning, tracheostomy care and management, bladder or supra pubic catheterizations, intramuscular (IM) (including Glucagon) and intravenous (IV) medication administration, and external venous access devices (such as IV tubing, heparin and intrathecal lines) shall only be performed by a registered nurse (RN), or a licensed practical nurse with RN or physician supervision.
- The administration of insulin shall only be performed by unlicensed staff after successful completion of training in insulin administration as well as in the general concepts of diabetes by a physician, pharmacist, registered nurse or certified diabetes educator.
- Testing of blood sugar with a glucometer shall only be performed by unlicensed staff after successful completion of training by a qualified trainer using a curriculum approved by a physician, pharmacist, registered nurse or certified diabetes educator.
- The following may only be performed by unlicensed staff after successful completion of training by a trainer who has been trained, determined qualified, and delegated to do so, by a physician or an RN:
 - The monitoring and maintenance of foley and suprapubic catheters, feeding tubes (such as PEG and gastrostomy tubes), implanted devices, (such as vascular access devices (VAD's), Vagal Nerve Stimulators (VNS), pacemakers; and Baclofen pumps);
 - The management and performance of ostomy care and blood pressure monitoring; and
 - The administration of EpiPens, enemas and rectal medications.

- The maintenance, monitoring or administration of oxygen, pulse oximetry, nebulizers, C-Pap and Bi-Pap may be performed by unlicensed staff after successful completion of training by a service provider or nursing personnel, or by a trainer who has received such training.

The licensing standards N.J.A.C. 10:44A, N.J.A.C. 10:44B and N.J.A.C. 10:44C are available at the Department of Human services Office of Licensing website at: <http://www.state.nj.us/humanservices/ool/licensing>